

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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July 8, 2003

FROM: KEN A. MILLER, Director
Department of Public Works – Transportation and Flood Control

**SUBJECT: CONTRACT WITH LA CONSULTING, INC. FOR MAINTENANCE MANAGEMENT
SYSTEM CONSULTANT SERVICES**

RECOMMENDATION:

1. Approve contract with LA Consulting, Inc. in the amount of \$71,060 for maintenance management system consulting services related to the Department's Transportation and Flood Control Operations from July 8, 2003, through June 30, 2004.
2. Acting as the governing body of the Flood Control District (District), authorize the transfer of funds (\$35,530) from the District to the County to pay for the District's share of the costs for the consulting service.

BACKGROUND INFORMATION: Departmental staff has determined that the Transportation and Flood Control Operations Divisions need to improve and automate administrative information processing in order to efficiently and effectively track public works maintenance activities. Changes over the years have occurred in the way road and flood control facility maintenance is performed, and new demands are continually being placed on the Department's limited resources. Examples of the changes and demands are:

1. Greater emphasis is being placed on benchmarking of operational activities. This requires increased automation to obtain the additional requested data.
2. Planned vs. actual work performed is not available to management with the current staffing and manual methods used to make projections.
3. The Department is currently using an out-dated time accounting system.
4. Increased traffic on County roads has resulted in increased road liability for the County, and therefore maintenance staffing requires adjustment.
5. Environmental regulations are forcing complicated maintenance scheduling.
6. Water recharge operations being initiated jointly with other agencies in the Chino Basin is placing additional responsibility and workload on personnel for accurate scheduling and cost data.
7. Improved accountability and better management visibility in daily maintenance activities will assist in improved service to our customers.

The Department determined that it needed a comprehensive study of the operations of the Transportation and Flood Control divisions prior to making any major purchases and changes. The assistance of the

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Purchasing Department was sought in procuring the services of a consulting firm, specializing in public works maintenance management systems, to review services and recommend a list of software system solutions that meet Department needs and can be integrated into the County's information technology environment.

On November 19, 2002, the Purchasing Department posted RFP PUR02-08 on the County website seeking proposals from maintenance management systems consulting firms. Seven proposals were submitted for consideration and it was determined that six met the minimum proposal requirements. Representatives from the Department and the Purchasing Department reviewed and evaluated the proposals based upon the vendor's qualifications, experience (including public sector experience), ability to provide services, and cost. The proposals were ranked and the top two vendors were invited to make presentations. The following is a summary of the top two vendors' quotes:

Consulting Firm	Proposal Quote
LA Consulting, Inc., Manhattan Beach, California	\$71,060
CGR Management Consultants, Piedmont, California	\$63,960 plus out-of-pocket expenses for staff on-site, estimated at 12-15% of the Professional fees (\$7625 to \$9,594).

Based on their proposal, oral presentation, and extensive experience in the assessment of public works related maintenance operations, including the development of maintenance management systems, LA Consulting, Inc. is being recommended for this contract.

The Department seeks approval to contract for consulting services with LA Consulting, Inc. for an amount not to exceed \$71,060 from July 8, 2003, to June 30, 2004. County Policy 11-05 requires Board approval for services in excess of \$25,000.

In accordance with this agreement, LA Consulting will investigate and document current operations of the Department's Transportation and Flood Control Operations Divisions, identify opportunities to improve in all identified aspects of maintenance operations, and recommend and guide the Department in the selection of the appropriate maintenance and asset management software system.

REVIEW BY OTHERS: This item and the contract were reviewed by Chief Deputy County Counsel Rex Hinesley on June 27, 2003; ISD Chief Information Officer Leyden Hahn on June 23, 2003; Central Contracts Unit Analyst Betty Alexander, June 24, 2003, and by the County Administrative Office (Tom Forster, Administrative Analyst) on June 23, 2003.

FINANCIAL IMPACT: The cost for software consulting services with LA Consulting, Inc. will be paid equally from the Transportation and the Flood Control District budgets. Appropriations of \$71,060 for this contract are included in the Department's FY 03/04 budget (SAA-TRA-TRA-2445 - \$35,530, and RFZ-097-097-2445 - \$35,530).

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and concurs with the Department's recommendation because the Department will be able to operate more efficiently and effectively by improving and automating its administrative information processing. The cost of these services will be fully funded by Gas Tax and Flood Control District revenue sources that are not in jeopardy of state impacts.

SUPERVISORIAL DISTRICT(S): All.

PRESENTER: Ken A. Miller, Director, 387-7906.